**Job Description: Programmatic Consultants, MIECHV Compliance Reviews**

DSFederal and ZERO TO THREE are seeking qualified programmatic consultants to join a project that provides compliance reviews for Maternal, Infant, and Early Childhood Home Visiting (MIECHV) awardees as a contractor with the Health Resources and Services Administration (HRSA) Maternal and Child Health Bureau (MCHB), Division of Home Visiting and Early Childhood Systems (DHVECS).

Programmatic consultants will lead on-site compliance reviews for MIECHV awardees to assess statutory, administrative, program, and fiscal compliance with the grant award. A programmatic consultant, a notetaker, and a fiscal consultant will work together with the awardee’s Project Officer to complete each on-site compliance review.

A total of approximately 112 hours will be compensated for completing all three phases of the site review work for one awardee. The amount of the compensation is the same regardless of whether you complete all required deliverables in less hours or if it takes more time.

**Duties and Responsibilities:**

* complete training requirements:
  + To be completed at least 60 days prior to the site visit
  + May be offered as live or recorded webinars
  + Required to pass a post-webinar knowledge check for all webinars
* pre-site visit work:
  + This work is spread over 60-90 days prior to the site visit
  + There is 2- week period during these 60-90 days for completing documents review and drafting a *Site Visit Assessment Tool*
  + Includes scheduling and facilitating a minimum of 3 preplanning calls with government staff, the site visit team, and the awardee
* 3 or 4 days of on-site review and travel to and from the site visit location:
  + One day of travel before the site visit begins
  + Three or four days on-site
  + Travel the day the site visit ends or the following day depending on flight availability
* post-site visit work:
  + 10 business days immediately following the post-site visit for writing the draft Site Visit Report and revisions based on feedback.
  + Consultants need to be available for revisions to the report for up to 45 business days post-site visit.

Programmatic Consultants will be paid by the hour. Airfare and hotel arrangements are made by project staff and are directly billed to the project. Consultants are reimbursed for a per diem, including meals and incidentals, and ground transportation.

Programmatic Consultants should possess education, knowledge and experience in the following areas:

* Master’s degree in public health, education, social work, or relevant field highly preferred
* At least 15 years of professional experience in early childhood systems, home visiting, and maternal and child health programs, preferably direct experience with MIECHV
* Working with federal grants and federally- funded services highly preferred.
* Group facilitation and meeting management
* Technical writing
* Logistical support for large projects
* Program compliance - knowledge of relevant regulations and expertise in compliance processes
* Federal statutory requirements for awardees, preferably the MIECHV legislation
* Evidence-based home visiting program models, including program management and implementation
* Quality improvement for home visiting models at the State and LIA level
* Working with geographically, racially/ ethnically, and linguistically diverse customers

Training and on-going support will be provided to all programmatic consultants.

For more information email Emmy Marshall, ZERO TO THREE Program Manager, at [emarshall@zerotothree.org](mailto:emarshall@zerotothree.org) or call 202-857-2285